

**Minutes  
VA State Board of Social Services  
October 17-18, 2007**

**Russell County Government Center  
Lebanon, Virginia**

**Members Present**

Nettie Simon-Owens, Chair  
Trudy Brisendine, Vice Chair  
Peppy Linden, Secretary  
Maggi Luca  
Marilyn Rigby  
Danny Brown  
Bela Sood  
Shirley Culpepper  
Brenda Hornsby

**Wednesday, October 17**

The meeting was called to order at 1:00 p.m. Chairperson Nettie Simon-Owens presiding.

Deanis Simmons represented the Office of the Attorney General at this meeting.

**Welcome and Introductions**

Tony Fritz, Western Regional District Manager, welcomed the Board and provided a brief overview of the region.

Eddie Harrison, Russell County Social Services Director, welcomed the Board to Lebanon and introduced local agency directors and his staff.

Jim Gillespie, County Administrator, welcomed the Board.

**Review of Agenda**

Richard Martin reviewed the agenda and advised that Jim Schuyler would not be in attendance to offer comment from the VACAP agencies due to a conflict in scheduling.

**Comment Period**

*Public*

**Frankie Minor** from Dryden, Virginia recommended the Board raise the Auxiliary Grant Rate from the current \$14 per day to \$42 per day. The current rate is insufficient. With the new regulations, it is vital now more than ever to have an increase. JLARC and the Area on Aging Study have recommended this rate as well.

Members were requested to sign a copy of this memo and send it to the General Assembly. A copy of the memo is attached to the original minutes housed in the home office.

**Barbara Gregory** provided the following public comment:

How can we make someone listen to us? I own two small assisted living facilities in Meadowview. I have been in business for about 32 years. We have been hit with regulations since 2006 that had a cost attached but without any money given. Why are we under medical care? I have been an administrator for 32 years. They have passed a regulation for us to have 640 hours of training. This would be a waste of time away from work and would take six months to complete, and too costly. We're under the Board of Nursing. We're not a medical facility, why are we there? We now need 68 hours when we have done 32 hours in the past. We are using blister pack for giving medication; a child can use the color-coded system. We know what BID, TID, etc. means. We're concerned that people in our facility and others will not pass the test. Does this Board know what BOP stands for....it stands for Board of Pharmacy. We are giving medicine correctly. Sixty-eight hours of training is a long time. The nursing people predict that 40% of our people can't pass the test. Money is being pumped into Mental Health. I've tried contacting the top three people there and never can reach anyone. A copy of this comment is attached to the official minutes housed in the home office.

**Sandy Minton**, Abingdon, Virginia, spoke to the Board on the cost of staff training. We have paid \$53,108.90 for training in 2007. We hired 37 direct care staff at a cost of \$1,704.30 per person. We pay a licensing fee, where does this money go? Is it public record what these dollars are spent on? A solution to the cost is that DSS use the money that facilities are paying each year in fines and licensee fees to provide us with training staff. DSS with state funded training could staff facilities with training staff that would meet their standards, provide all annual training, and the facilities could use that \$53,000 on their facilities. I know this is unrealistic, my point being with all the new regulations, and the pressure the facility owners are under at this time, the baby boomers are now retiring. Not everyone can live in a private paid facility, our fathers that fought for us in wars, our mothers that provided a loving home for us, just because they didn't hit it rich should they not have the same care, do we not owe it to them? Staff at most facilities are not "well educated", they wouldn't be here if they were, yet they know how to tend to the residents and the residents respond to them more than they would someone with a four year college degree.

**Ed Cantor**, Bristol, Virginia, spoke on Mental Health funding. He said, when you run out of dollars, you come to me. The new regulations are running me out of business. My wife ran our business 25 years and exceeded standards, suddenly she doesn't qualify anymore. 80% of people have mental issues. We are not in their budget; we should be licensed by Mental Health not DSS as it now stands.

Our best employees are in their mid 60-70s. Some have said they will not take this test. The best method is the colored chart to disperse medication. This is idiot-proof. State of Virginia is losing the pool of qualified people who will not take this test. The State might mean well, but we have a quality program already in place. If we are doing a good job, why not be rewarded? The State is passing regulations that are not helpful and running us out of business. We are getting \$513 for each person per month. When the minimum wage increases .70 per hour next year, are you going to increase our rate by \$40 per person per month to cover that fee? The State is regulating us without any idea of what the real costs are.

**Michelle Heath**, Registered Nurse from Abingdon spoke to the Board on medication aide training. She is a registered nurse at a pharmacy and explained “blister pack” medication to members. She said it is basically fool-proof. She advised two books from the Board of Nursing arrived. She asked fellow nurses some of the questions, and they didn’t even know the answer. She is concerned over med techs not passing the test. Some are aged and may not pass it or bother to take the test. Some have a lack of confidence. This is not fair to the facilities that have been doing a good job. These facilities will close and then there will be homeless issue. These homes are not nursing homes or mental facilities. Where will these people go without families to help out?

*Local Boards and Directors of Social Services*

**Linda Nesbit**, Director of Montgomery County Department of Social Services talked about the challenges faced as a result of regulations: Virginia currently does not have regulations for local agency foster care providers. Licensing is working on regulations for private-agency fosters placement providers, but those do not apply to foster care providers approved by local agencies. Virginia law provides only for background checks including criminal and CPS checks, defines the barrier crimes that will keep families from becoming providers of care, and states that homes shall be suitable. If a family’s background check is clean, the family currently could theoretically have active tuberculosis, have a contaminated well, and live in a firetrap of a house and theoretically still be approved as a local agency foster home. There is no guidance about guns in the home, swimming pools, appropriate child care, training or anything else having to do with the care of our foster children. This creates a tremendous liability for local agencies that approve homes and indirectly, I would think, for the state agency. Should anything happen to a foster child in a home approved by a local agency, a suit could certainly claim that due diligence was not given to the approval of that home, regardless of the quality of the local standards used, simply because there are no State standards.

There are current federal regulations stating that private and public agency approval standards must be equal for foster homes. As I understand it, IV-E funding is tied to states having equal standards for public and private foster homes.

I received information that the state office is planning to present new regulations for locally approved foster homes at your December meeting; however, the last iteration of those standards did not meet the standards used for licensing private foster homes. If the licensing standards for private agency homes are applied to local agency homes it will create a large unfunded mandate.

There are several issues here. The largest issue is the safety of our foster children in care. Another issue is that of federal funding and regulation. A big issue for me is the disparity in rates and standards between private agency foster homes and local agency foster homes. Another issue is letting foster parents know what is expected—and having these expectations be uniform statewide so that parents can choose to foster for more than one local agency without having to keep differing standards and expectations straight. And, of course, there is the liability issue for local agencies and governments. An additional factor for participation in foster care funding is rate setting for levels of care, regardless of the agency providing that care.

The problem of our state agency is the Commonwealth of Virginia refuses to afford what is called for by best practice or even by recognized minimal practice in local agencies. The Governor has refused to sign regulations that create an unfunded mandate on local agencies, and I applaud him for that. But what that means is that the state office is stuck in the position of being unable to satisfy federal requirements. They may either put out low, but inexpensive, standards for local agency homes that do not adequately protect our foster children or send regulations to the Governor that he will not sign. Local agencies will either have no approved standards at all, as is currently the case, or will have approved standards different from private agencies, against federal regulation. The alternative is for the Governor and the Secretary, or those in the General Assembly, or those on the State Social Services Board to push for adequate funding to train and approve local agency foster homes so a reasonable standard can be set for both private and local agency foster homes.

The ideal is to have uniform standards for all foster homes that set out levels of care and the training that has to occur for homes to qualify for the differing levels of care. That would satisfy federal regulations and would provide an ability to set rates that are equal for equal levels of care, regardless of whether that care is provided by private or public agencies. If a general rate for overhead for foster home training and approval were also established, local agencies could compete with private agencies to train and approve homes, with, I believe, savings for the Commonwealth.

*Virginia League of Social Services Executives*

**Susan Clark** began by thanking Commissioner Conyers for keeping the regional infrastructure in place and commented on the great strides made in the collaborative relationship between local and state departments.

The League is looking at what is needed long term. Public awareness and information management are being reviewed.

Ms. Clark advised the League had met with state and local staff to develop a budget amendment for class and comp that would be put forth to the General Assembly. They are also asking for full funding for Child Welfare Performance Improvement Plan.

Agencies continue to be understaffed with eligibility workers. Food Stamp caseloads are higher than ever and request general funds to meet office space needs-begin cycle in phase for office space.

*Commissioner Remarks*

**Commissioner Anthony Conyers** commended Tony Fritz and local directors in southwest Virginia for working together to solve problems.

Commissioner Conyers spoke about the upcoming budget process and advised that PreK and mental health are items that will be discussed.

Regarding public comment about the medication aide training issue, he advised the Department of Health Professions established the rules and the DSS Board has no responsibility. He further stated that the budget tends to divide us and that's unfortunate. Assisted Living Facilities (ALFs) provide a good service in Virginia. It is his hope that we can provide relief if not resources to the ALFs.

We are now seeing people in ALFs that would have been in nursing homes twenty years ago. As the population changes, regulations will have to change to meet needs.

The Commissioner clarified that Medication and Administration training are under the Board of Nursing, which is under the Department of Health Professions (for Ms. Brisendine).

Ms. Luca asked if the Board was to respond to public comment. The Chair advised they are here to listen.

Ms. Sood verified with Commissioner that there was dialogue with the Health Profession agency over the past two and-a-half years and significant changes to the regulation had been made as a result of the discussions.

**Information Items**

*Regulation Status Report*

Richard Martin reported the department has 58 regulations in place. 20 of the 58 are currently in process:

- Of those 58, 5 are in the process of being repealed
- Of those 58, 4 are in the process of being amended
- Of those 58, 11 are currently in periodic review
- 6 additional new regulations are in the process of being promulgated

*Follow-up to CPS Fatality Report*

Lynette Isbell provided members with a copy of the Healthy Families Report. Ms. Linden thanked Ms. Isbell for an excellent report.

Ms. Brisendine questioned the difference between mandated and required courses. Ms. Isbell advised that mandated courses are in CODE and required courses are strongly encouraged but not in CODE. A copy of this report is attached to the official minutes housed in the home office.

Ms. Isbell also provided members a follow up CPS Fatality Report. She reported there has been an increase in deaths over the last thirty days of children known to the system. She is currently talking with other states to review their procedures for possible inclusion in ours. A copy of this report is attached to the official minutes housed in the home office.

There was discussion on SDM and whether it was useful. Several directors commented that the guidelines and decisions trees were useful. Only several agencies are currently using Structured Decision Making (SDM) in a pilot program. There were several comments that attorneys need to be better trained and assist workers in talking to judges.

Ms. Brisendine requested staff updates on the children's Services Federal Review, the child Welfare Advisory Committee and the computer system. "Child WINS" at future meetings.

*Pod cast Project Update*

Assistant Commissioner Margaret Schultze provided an update on the Pod cast Project. She advised the Board requested an editorial calendar of Pod cast themes at their August meeting and the Poverty Committee had reviewed it.

We are now on a dual track, using our website and optimized press releases. We are striving toward Earned Income Tax Credit (EITC) for January release. She further stated the department is looking forward to customizing the Pod casts with Board member voices and a link to their website.

Members congratulated Ms. Schultze on her new position as Assistant Commissioner.

**Action Items**

*Approval of Minutes from August*

***ON MOTION DULY MADE (Mr. Brown) and seconded (Ms. Rigby) moved to approve the minutes as presented. (Ms. Linden abstained) Motion carried.***

*Approval of Minutes from Advance*

***ON MOTION DULY MADE (Ms. Linden) and seconded (Mr. Culpepper) moved to approve the minutes. Ms. Simon-Owens noted a change on page 2 (Mr. Patrong's name was misspelled) and grammatical error under Mr. Wilson's comments (should be does not). Mr. Brown abstained. Motion carried.***

*22 VAC 40-705, Child Protective Services Program*

*Emergency Regulation*

This regulation will amend the regulation and implement changes required by chapters 479 and 597 of the 2007 Acts of Assembly, commonly known as Abraham's Law. The changes provide that a decision by parents, or other persons legally responsible for a child, to refuse a particular medical treatment for a child with a life-threatening condition shall not be deemed a refusal to provide necessary care if certain circumstances are met.

***ON MOTION DULY MADE (Mr. Brown) and seconded (Mr. Culpepper) moved to request the Attorney General to approve this emergency action pursuant to 2-2.4011 A of the Code of Virginia and request approval of the emergency regulatory package for publication in the Virginia Register subject to receiving a letter of assurance from the Office of the Attorney General and subject to approval under the provisions of Executive Order 26 (2006) and the Administrative Process Act. The floor was then opened for discussion of said motion. During said discussion, ON MOTION DULY MADE (Ms. Brisendine) and seconded (Ms. Sood) moved to delete the word "conventional" in the definition section as such deletion was previously approved upon by the Attorney General's Office. By a Vote of: 5 yes; 3 nays; Motion approved to delete the word "conventional".***

***The original motion as made (Mr. Brown) and seconded (Mr. Culpepper), and as now amended with the deletion of the word "conventional" was called for vote. Motion as made and seconded by Mr. Brown and Mr. Culpepper, and as amended by deletion of the word "conventional", was duly carried, with Mr. Brown voting no to his own motion due to its amendment.***

*22 VAC 40-705, Child Protective Services  
Proposed Regulation*

The amendments will expand the definitions of physical and medical neglect, clarify the use of state criminal history searches in CPS investigations, clarify the requirement to electronically record victim interviews and the exceptions to that requirement, revise the length of time local departments have to validate a report or complaint, and amend training requirements.

***ON MOTION DULY MADE (Ms. Brisendine) and seconded (Ms. Rigby) moved to approve the proposed regulatory package to amend 22 VAC 40-705, Child Protective Services, for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 36 (2006) and request approval of the fiscal impact analysis of this action for distribution to local boards of social services pursuant to 63.2-217 of the Code of Virginia. Motion carried with all in favor.***

*22 VAC 42-11, Standards for Interdepartmental Regulation of Children's Residential Facilities and 22 VAC 42-11, Standards for Interdepartmental Regulation of Children's Residential Facilities*

*Final New Regulation and Final Repeal*

This action will establish a new regulation and repeal the existing regulation. The new regulation will meet federal regulations, ensure that services provided to residents are appropriate for their needs, bring the standards in line with current industry standards and needs, clarify frequently misinterpreted standards, and delete unnecessary requirements. Ms. Charlene Vincent advised this regulation is jointly promulgated by the Boards of Education; Juvenile Justice, Mental Health, Mental Retardation and Substance Abuse Services and the Department of Social Services.

***ON MOTION DULY MADE (Ms. Rigby) and seconded (Ms. Hornsby) moved to approve the final regulatory package to establish 22 VAC 42-11, Standards for Interdepartmental Regulation of Children's Residential Facilities for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 36 (2006) and request approval of the final regulatory package to repeal 22 VAC 42-10, Standards for Interdepartmental Regulation of Children's Residential Facilities. Motion carried with all in favor.***

*22 VAC 40-72, Standards for Licensed Assisted Living Facilities  
Exempt Final Adoption*

The action will amend and implement changes required by chapters 119 and 164 of the 2007 Acts of Assembly. The changes require assisted living facilities to register with the State Police to receive notice of the registration of any sex offender and ascertain, prior to admission, whether a potential resident is a registered sex offender.



***ON MOTION DULY MADE (Mr. Brown) and seconded (Mr. Culpepper) moved to approve the exempt final regulatory package for publication in the Virginia Register subject to approval under the provisions of Executive Order 36 (2006) and the Administrative Process Act. Motion carried with all in favor.***

**Thursday, October 18**

Meeting resumed at 9:00 a.m.; Nettie Simon-Owens presiding.

**Information Items**

**Aleta Spicer**, Occupational Enterprises, Inc. (OEI) briefed the Board on southwest Virginia's innovative approach to welfare reform. A copy of this presentation is attached to the original minutes housed in the home office.

Ms. Spicer was commended on the work of OEI.

*22 VAC 40-201, Permanency Services-Prevention, Foster Care, Adoption and Independent Living*

*Notice of Intended Regulatory Action*

This action will repeal the eight existing regulations that address permanency services for children. The new regulation will encompass the full range of services that provide a child with a safe, secure and stable situation in which to grow up. Combining these regulations into one regulation will ensure consistency in definitions and language and will limit the number of regulations individuals must use when addressing issues related to permanency services for children.

***ON MOTION DULY MADE (Mr. Brown) and seconded (Ms. Sood) moved to approve the Notice of Intended Regulation Action package to establish 22 VAC 40-201, Permanency Services-Prevention, Foster Care, Adoption and Independent Living for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 36 (2006) and approval for publication the repeal of 22 VAC 40-200. Foster Care-Guiding Principles; 22 VAC 40-210, Foster Care-Assessing the Client's Service Needs; 22 VAC 40-240, Nonagency Placement for Adoption-Consent; 22 VAC 40-250, Agency Placement Adoptions-AREVA; 22 VAC 40-260. Agency Placement Adoptions-Subsidy; 22 VAC 40-280, Nonagency Placements for Adoption-Adoptive Home Study; 22 VAC 40-800, Family Based Social Services; and 22 VAC 40-810, Fees for Court Services Provided by Local Departments of Social Services. Motion carried with all in favor.***

*22 VAC 40-410, Entitlement Date in the General Relief Program  
Periodic Review and Repeal*

Currently there are multiple regulations governing the General Relief Program. The regulations define the different types of assistance available, how income and resources are determined, and the process of determining eligibility. These separate regulations will be repealed and new comprehensive regulations established.

***ON MOTION DULY MADE (Ms. Luca) and seconded (Ms. Rigby) moved to approve the Periodic Review report for submission to the Department of Planning and Budget and the Secretary of Health and Human Resources as required by the provisions of Executive Order Number 36 (2006). Motion carried with all in favor.***

*22 VAC 40-570, General Relief (GR) Program-Locality Options  
Periodic Review and Repeal*

This action will complete the periodic review. Currently, there are multiple regulations governing the General Relief Program. The regulations define the different types of assistance available, how income and resources are determined, and the process of determining eligibility. These separate regulations will be repealed and new comprehensive regulations established.

***ON MOTION DULY MADE (Ms. Luca) and seconded (Ms. Sood) moved to approve the Periodic Review report for submission to the Department of Planning and Budget and the Secretary of Health and Human Resources as required by the provisions of Executive Order Number 36 (2006). Motion carried with all in favor.***

*22 VAC 40-640, General Relief Program-Deeming Income from Alien Sponsors  
Periodic Review and Repeal*

This action will complete the periodic review. Currently, there are multiple regulations governing the General Relief Program. The regulations define the different types of assistance available, how income and resources are determined, and the process of determining eligibility. These separate regulations will be repealed and new comprehensive regulations established.

***ON MOTION DULY MADE (Ms. Luca) and seconded (Mr. Culpepper) moved to approve the Periodic Review report for submission to the Department of Planning and Budget and the Secretary of Health and Human Resources as required by the provisions of Executive Order Number 36 (2006). Motion carried with all in favor.***

*22 VAC 40-411, General Relief Program  
Notice of Intended Regulatory Action*

This action will begin the process to establish 22 VAC 40-211 and repeal the three existing regulations that address the General Relief Program. The existing regulations define the different types of assistance available, how income and resources are determined, and the process for determining eligibility. These separate regulations will be repealed and new comprehensive regulation established.

***ON MOTION DULY MADE (Mr. Brown) and seconded (Ms. Sood) moved to approve the Notice of Intended Regulation Action package to establish 22 VAC 40-411, General Relief Program for publication in the Virginia Register subject to approval under the provisions of Executive Order Number 36 (2006) and approval for publication the repeal of 22 VAC 40-410, Entitlement Date in the General Relief Program; 22 VAC 40-570, General Relief Program-Locality Options; and 22 VAC 40-640, General Relief Program-Deeming Income from Alien Sponsors. Motion carried with all in favor.***

*22 VAC 40-293, Locality Groupings  
Periodic Review*

This action will complete the period review as required by 2.2-4017 and Executive Order 36 (2006). The department recommends that this regulation be retained without change.

***ON MOTION DULY MADE (Ms. Brisendine) and seconded (Ms. Rigby ) moved to approve the Periodic Review report for submission to the Department of Planning and Budget and the Secretary of Health and Human Resources as required by the provisions of Executive Order Number 36 (2006). Motion carried with all in favor.***

*22 VAC 40-375, Economic Employment Improvement Program for Disadvantaged Persons  
Periodic Review and Exempt Final Repeal*

This action will complete the periodic review. The department recommends that this regulation be repealed. The statutory authority for the Economic Employment Improvement Program for Disadvantaged Persons was repealed by chapter 428 of the 2003 Acts of Assembly.

***ON MOTION DULY MADE (Ms. Brisendine) and seconded (Mr. Culpepper) moved to approve the Periodic Review report for submission to the Department of Planning and Budget and the Secretary of Health and Human Resources as required by the provisions of Executive Order Number 36 (2006). Motion carried with all in favor.***

*22 VAC 40-890, Human Subject Research  
Periodic Review*

This action will complete the periodic review. The department recommends this regulation be retained without change.

***ON MOTION DULY MADE (Ms. Brisendine) and seconded (Ms. Rigby) moved to approve the Periodic Review report for submission to the Department of Planning and Budget and the Secretary of Health and Human Resources as required by the provisions of Executive Order Number 36 (2006). Motion carried with all in favor.***

*22 VAC 40-910, General Provisions for Maintaining and Disclosing Confidential Information of Public Assistance, Child Support Enforcement and Social Service Records  
Periodic Review*

This action will complete the periodic review. The department recommends that this regulation be retained without change.

***ON MOTION DULY MADE (Mr. Brown) and seconded (Mr. Culpepper ) moved to approve the Periodic Review report for submission to the Department of Planning and Budget and the Secretary of Health and Human Resources as required by the provisions of Executive Order Number 36 (2006). Motion carried with all in favor.***

**Legislative Studies Update**

Mr. Martin shared copies of the following reports:

- Report on the Virginia Faith-Based and Community Initiative
- Report on Healthy Families in Virginia
- Annual Report on Human Research
- Annual Virginia Independence Program Report
- Structured Decision Making in Virginia
- Annual Report on Energy Assistance
- Report on the Statewide Expansion of Community Action Services in Virginia
- Annual Report on Child Care Automation

**Ad Hoc Committees**

Public Comment Process-Peppy Linden, Chair

Members: Danny Brown and Bela Sood

Updates and New Initiatives Guidelines- Marilyn Rigby, Chair

Members: Shirley Culpepper and Trudy Brisendine

New Member Orientation and Acclimation Process- Brenda Hornsby, Chair

Members: Maggi Luca and Nettie Simon-Owens

The ad hoc committees met and reported back to the full Board. Each committee will meet during the first day (Wednesday) of the December Board meeting and report back with recommendations to the full Board on the second day (Thursday) of the meeting.

**First Lady Anne B. Holton**

For Keeps: Families for All Virginia Teens

First Lady Anne B. Holton provided an update on the For Keeps Initiative. This Initiative was created to identify and develop ways to find and strengthen permanent families for older children who are in foster care, or who might be at risk for coming into foster care. For Keeps is grounded in the belief that everyone deserves and needs permanent family connections to be successful. A copy of this presentation is attached to the official minutes housed in the home office.

Members pledged to do everything within their power to support this very important Initiative.

**Committee Reports**

Strategic Planning-Ms. Brisendine attended the last meeting. Zandra Relaford is the department planner. Topics covered: subcommittees reported on six major goals; quarterly meeting schedule established for 2008 with meetings to be held on the fourth Thursday of January, April, July and October; communication plans discussed-plan will be sent to all State Board members and All CAA's; subcommittee reports and baseline data for establishing key performance measures to be delivered to Zandra Relaford by December; and the quarterly reporting format was approved by the group.

Child Welfare Advisory-No update

Assisted Living Facility Advisory-No update

Child Day Care Council-No update

CPS Out-of-Family-No update

Poverty-Ms. Brisendine advised the interview on Domestic Violence and Poverty recorded by DSS staff is on the DSS website. Themes were recommended for the next six months of pod cast –November-Prison Reentry Program; December-Poverty and the Elderly; January-a Resolution-Steps and Services to Self-Sufficiency; February-Social Worker Perspectives on Poverty; March-EITC; and April-EITC.

Another recommendation was to authorize DSS activities as appropriate to maximize success of VACAP's EITC Outreach Campaign. Suggestions included Board members survey VACAP EITC Website (<http://www.vaeitc.org>); schedule presentation at

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December Board meeting; announce winners of VACAP EITC grants to all local DSS offices; prepare pod casts highlighting EITC program; offer a DSS tool kit on EITC to all local offices; ask VACAP to require all CAP directors to meet with local DSS directors to coordinate EITC Outreach activities; request local directors to train all customer staff to provide EITC information (verbally and in writing) to all DSS customers beginning in January 2008 and participate in any EITC activities planned by the Governor.

### **Unfinished Business**

#### *Board Member E-Mail*

Mr. Martin advised that individual Board member e-mail accounts are a possibility; however, the same State record retention rules apply. Members may prefer to copy Mr. Martin and Ms. Rengnerth on mail they receive and send. Ms. Rengnerth will coordinate responses and Mr. Martin will maintain a copy.

#### *Child Protective Services Out-of-Family Investigation Advisory Committee*

The Chair advised she is talking with this group and department staff on activity of the group. She will communicate to Mr. Martin and Ms. Rengnerth and have a report to Board at the December meeting.

#### *Board Advance*

Ms. Simon-Owens thanked members and staff for their willingness, time and effort for attending and participating in the Advance. Mr. Patrong did an outstanding job as facilitator. The Board members were provided and shared insights on where their focus should be. Members commented the success of this meeting was a direct response to their Board Advance.

### **New Business**

None

### **Future Meeting Schedule**

December 12-13	Gloucester Dept. of Social Services
February 20-21	VDSS Home Office
April 16-17	Piedmont Region
June 18-19	Northern Region
August 20-21	Western Region
October 15-16	Eastern Region
December 10-11	Central Region

A note to directors that are interested in hosting a meeting, please contact Ms. Rengnerth at 804.726.7905 or Mr. Martin and 804.726.7902.

**Board Member Comments**

Members, in turn, thanked Eddie Harrison, and his staff for their hospitality, gifts, and hard work that went into making this meeting such a success.

Commissioner Conyers advised he will have someone from Health Professions attend the February Board meeting to discuss the issues raised during public comment.

Ms. Brisendine requested a future report to the Board on the Department's promotional initiatives in connection with the Earned Income Tax Credit.

In an effort to avoid any missteps, Commissioner Conyers expressed the need for Board members and staff to formalize communications to ensure appropriate persons are informed prior to communicating with the Office of the Attorney General, etc.

**Adjournment**

With no further business to discuss, the meeting adjourned at 2:30 p.m.

Respectfully submitted by Pat Rengnerth